

Planned Unit Development Final Development Plan Checklist

The following information is required on all PUD Final Development Plans. The Final Development Plan submitted for approval shall be prepared by one or more persons in the following professions: Architecture, Landscape Architecture, Land Planner, or Civil Engineering. (Should place stamp and seal on the appropriate drawings)

- _____ 1. **Statement of objectives**
A detailed statement indicating:
- (a) The general description of the development within the Final Development Plan area including:
 - 1. The total acreage involved in the project
 - 2. The number acres devoted to the various categories of land use shown on the Final Development Plan, including the number of acres of open space needed to support the project along with the percentage of total acreage represented by each category of use and component of development plus an itemized list of uses proposed. This may be satisfied by a reference to all authorized uses within an existing zoning classification.
 - 3. Number of buildings
 - 4. The total number of residential units proposed for the project
 - 5. Net Density (residential units)
 - 6. The total square footage of office/commercial/industrial buildings proposed for the project
 - (b) The type of uses to be constructed
 - (c) The sequencing and time schedule of construction of the improvements for the Final Development Plan
 - (d) The disposition of green open space to be provided. A boundary survey shall be prepared by a land surveyor showing all public rights-of-way and easements
 - (e) The proposed method of governing the use, maintenance and continued protection of the common area and community serving facilities
- _____ 2. **Existing site conditions map**
This map or series of maps shall be drawn to a scale determined by the Zoning Commission Staff and shall indicate:
- (a) Title of the PUD and the name, address, phone, email, and fax number of developer
 - (b) Name, address, phone, email, and fax numbers of the following design professional(s): Design professional(s), (Landscape Architects, Engineers, Architects, Consultants)
 - (c) Scale
 - 1) Date
 - 2) Bearings
 - 3) North arrow

- 4) A general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities as highways, shopping areas, and cultural complexes
- (d) Boundaries of the subject property, such as the following:
 - 1) Location of the existing property lines both for private property and for public property
 - 2) All existing streets and buildings
 - 3) Existing major streets
 - 4) Easements
 - 5) Transmission Lines
 - 6) Bridges
 - 7) Culverts and drainpipes
 - 8) Wooded Areas
 - 9) Streams
 - 10) Lakes
 - 11) Marshes
 - 12) Wetlands
 - 13) Existing contours shown at a maximum contour interval of two (2) feet
 - 14) Any unique physical features within the proposed project
- (e) Existing topography (latest U.S. Department of the Interior Geological Survey seven and one half minute series reproduced to scale of other use data will be acceptable). In addition to the inundation level of Record, the Federal Emergency Management Agency (FEMA) Flood Zone(s) and the FIRM Base Flood Elevation(s) shall be shown on the Concept Plan. If the site is to be subdivided and it lies at or below the record inundation level of FEMA One Hundred (100) -Year Base Flood Elevation, whichever is greater, that area shall be shaded with an approved drafting type shading pattern as determined by the Zoning Commission staff. Shading by penciling will not be approved. Additionally a statement shall be lettered on the Concept Plan setting forth these facts.
- (f) The location and size (as appropriate) of all existing drainage, water, sewer, and other utility provisions.
- (g) Information about existing vegetative cover, noting generalized tree communities and environmental features as may be required by the City Parish Zoning Staff and general soil types as appropriate to the proposed project.
- (h) The location and function of all other existing public facilities, which would serve the site such as schools, parks (within a one (1) mile radius), and fire stations. Notation of this information is acceptable.
- (i) A recent aerial photograph to a scale of 1 inch equals 400 feet

_____ 3.

Final Development Plan

Plans shall be drawn to a scale determined by the Zoning Staff showing:

- (a) Scale
- (b) Bearings
- (c) Date
- (d) North Arrow
- (e) A current general location quadrangle map encompassing a one (1) mile radius showing the relationship of the site to such external facilities as highways, shopping areas and public facilities which would serve the site such as schools, parks, and fire stations
- (f) Boundaries of the subject property
- (g) Indicate all proposed commercial buildings and other structures on plans to include the following:
 - 1) Use

- 2) Size
- 3) Location
- 4) Number of buildings
- 5) Building height and number of stories
- 6) Net Density (residential dwelling units pre acre)
- 7) Square footage per acre (commercial)
- 8) Front building elevations:
 - (a) Submit front building elevations
 - (b) Schematic section indicating uses of each floor if varying uses
- (h) Drawings or renderings indicating the general architectural themes, appearances and representative building types except for detached single-family dwellings and accessory structures.
- (i) A plan for pedestrian and vehicular circulation showing the following:
 - 1) Existing and proposed streets
 - 2) Right-of-way widths and the general design capacity of the system
 - 3) Indicate on the plan any streets or pedestrian ways that are proposed for private ownership and maintenance
 - 4) Indicate on the plan methods for separating pedestrians from vehicular traffic
 - 5) If mass transit is available, indicate on the plan methods for providing access to the mass transit
- (j) A land use plan which indicates the specific location and extent of all components of the PUD Development Plan, including the following:
 - 1) Low, medium, and high density residential areas
 - 2) Office and commercial areas
 - 3) Proposed density/square footage per acre of each use along with parking requirements
 - 4) The plan shall show all common open space provisions such as the following:
 - a) Parks
 - b) Passive or scenic areas
 - c) Community recreation facilities
 - d) Areas for public or quasi-public institutional uses
- (k) Provisions for the control of signs, including the following:
 - 1) Size
 - 2) Shape
 - 3) Location
 - 4) Appearance
- (l) Provisions for the control of outdoor lighting, including the following:
 - 1) Location
 - 2) Height
 - 3) Angle
 - 4) Type
- (m) Refuse areas
 - 1) Location
 - 2) Size
 - 3) Screening
- (n) A utilities plan which indicates the following:
 - 1) Proposed disposition of sanitary waste and storm water
 - 2) The proposed source of potable water
 - 3) The location and width of all proposed utility easements or right-of-ways
- (o) Landscape Plan prepared and stamped by a licensed landscape architect showing:
 - 1) Landscaped areas

- 2) All specimen trees or groups of trees 12 inches in diameter or larger, indicating those to be retained, removed, or relocated except within areas designed for single family residential uses
- 3) The location, height and material for walks, fences, walls and other manmade landscape features such as man made lakes, land sculpture, fountains and waterfalls which are proposed to be constructed by the developer
- (p) All the information required to be shown on the Concept Plan
- (q) If the site is to be subdivided, a Preliminary Plat as required by the Unified Development Code shall be provided by the applicant

_____ 4. **Utility Service Plan**

This plan shall show the following:

- a. The disposition of sanitary waste and storm water.
- b. The source of potable water.
- c. The location and width of all utility easements or rights-of-way.

_____ 5. **Landscaping plan** (Stamped and sealed by a licensed Landscape Architect)

A plan showing:

- a. Landscaped areas.
- b. All specimen trees or groups of specimen trees twelve (12) inches in diameter or larger, indicating those to be retained, removed, or relocated, except within areas designated for single family residential uses.
- c. The location, height, and material for walks, fences, walls, and other man-made landscape features such as man made lakes, land sculpture, fountains and waterfalls, which are proposed to be constructed by the developer.
- d. Chart (to be located on plans) showing required and proposed landscaping as required by the Unified Development Code

_____ 6. **Statistical information**

All of the following information shall be indicated on the Final Development Plan:

- a. Total acreage of the site.
- b. Maximum building coverage expressed as a percentage of the site area.
- c. The area of land devoted to landscaping and/or common open space expressed as a percentage of the total site area.
- d. The calculated net density for the project. Net Density (residential units) (Submit a printout of density calculator from the following webpage; <http://www.centralgov.com/Zoning-and-zoning/unified-development-code.html>)
- e. Chart (to be located on plans) showing required and proposed open space calculations as required by the Unified Development Code

_____ 7. **Preliminary Subdivision Plat**

If a preliminary subdivision plat is to be processed concurrently with the PUD Final Development Plan, a preliminary subdivision plat meeting all of the submittal requirements of the Unified Development Code shall also be submitted with the Final Development Plan.

_____ 8. **Convenants**

Final agreements, provisions or covenants which will govern the use, maintenance and continued protection of the planned development and any of its common open space. Said covenants shall be reviewed and approved by the City Attorney prior to recordation.

- _____ 9. **Traffic Impact Study**
- Any development within one quarter mile of a state highway and/or has the potential to generate traffic volumes exceeding 100 vehicle trips during the highest peak hour of the development is required to submit a detailed traffic impact study. Applicant must determine and state in writing the anticipated impact of the proposed development on the existing transportation network. All detailed project information by the owner/developer must be discussed with the Department of Public Works. Applicant must have a statement from the Department of Public Works confirming that the Traffic Impact Study has been completed prior to being heard at the Zoning Commission Meeting. Failure to have the statement prior to the Meeting will result in the items deferral/denial.
- _____ 10. **Stormwater Management Plan (SMP)**
- _____ A. Drainage Impact Study (DIS)
- Drainage Impact Study of the PUD project on the surrounding area. All information and analysis submitted by the owner/developer must follow the requirements and methods outlined in the Drainage Impact Study (DIS) guidelines developed by the Department of Public Works, Drainage Engineering Division. Three sets (one set submitted to the Zoning Commission office and two sets submitted directly to the Department of Public Works). All sets shall be stamped by the Zoning Commission office.
- _____ B. Water Quality Impact Study (WQIS) as outlined in Chapter 15 of Unified Development Code WQIS of the PUD project on the surrounding area. Three sets (one set submitted to the Zoning Commission office and two sets submitted directly to the Department of Public Works). All sets shall be stamped by the Zoning Commission office.
- _____ 11. **Public Notification**
- A supplemental notice of the time and place of any required public hearing shall be sent by U.S. mail by the Applicant not less than twenty (20) days in advance of the hearing to the Commission staff and all owners of real property, within five hundred (500') feet of the boundaries of the land upon which a zoning change is requested. The Applicant shall provide the Commission staff with proof of the required mailing (consisting of a Certificate of Mailing from the U.S. Postal Service or delivery receipt) for each notice at least two (2) days prior to the public hearing. The failure to timely provide this proof shall cause the subdivision application to be deemed incomplete and prevent the Zoning Commission from considering the application. For the purpose of notice requirements to property owners, the names and addresses of such owners shall be deemed to be those on the East Baton Rouge Parish Assessor's records. Failure of owners to receive supplemental notice of hearing shall not affect the validity of any approval.
- _____ 12. **Public Notice Sign Placement Fee**
- The Applicant for any proposed Land Development for PUD or TND requiring a public hearing shall pay a sign placement fee of \$50 and shall authorize the Department of Public Works to place a sign at least four (4') feet in height and eight (8') feet in width on or adjacent to the property proposed for development or, if the property does not front on a public street, on the nearest public right of way or street with the highest traffic count. The sign shall indicate that the

property is proposed for development, and shall include the present zoning classification of the property, the zoning classification sought by the amendment, the number of lots proposed (if applicable), the number of square feet of commercial buildings proposed (if applicable), the proposed name of the development, the date, time and place of the public hearing on the proposed amendment, the name and phone number of the developer and the phone number and website for the City of Central Zoning Commission.

_____ 13. **Public Participation Program Form A**

In addition to the requirements of Section 19.41, Applicants for PUD or TND conditional use requests shall complete the two-part Public Participation Program designed to enhance dialogue between Applicants and individuals which could be impacted by the proposed development, as outlined herein.

- A. Part One of the process is the filing of a plan on the Public Participation Form (Form A) simultaneously with the Land Development Application requesting a zoning change or subdivision. The plan shall include the following:
 1. Identification of all property owners within five hundred (500') feet of the site and area homeowners' associations, environmentally stressed communities, political jurisdictions, and any other public agencies or organizations which may be affected by an application as determined by the Applicant and the Zoning Commission staff at the time of the pre-application conference.
 2. Explanation of how the interested parties will be informed of the development and/or rezoning request. If notice to property owners within five hundred (500') feet required by this Section will be performed by mail, the notice required in Section 19.41 can be included with this notice provided the proof of mailing required by Section 19.41 is provided.
 3. Methods of providing opportunities for discussion with interested parties before public hearings are held. Applicants are required to schedule at least one meeting at a convenient location and time and notify all interested parties, as identified above, of the purpose, place, and time of the meeting. **(Meeting time and date is subject to Staff approval.)**
 4. Applicant's schedule for completion of the Public Participation Plan.
- B. Part Two of the Public Participation Program, the Public Participation Report (Form B), shall be submitted to the Commission staff no later than seven (7) business days prior to the scheduled Zoning Commission meeting and the Applicant(s) shall submit to the Commission staff a revised copy of the Public Participation Report no later than noon on the Tuesday preceding the Council meeting at which the will be considered. The report shall include:
 1. A list of all parties notified, the methods of notification used and copies of all notifications.

2. A list of dates and locations of all community and/or other meetings attended by the Applicant to discuss the application and copies of related documentation including meeting notes and correspondence.
3. The number of persons participating in each meeting and copies of the sign-in sheet(s).
4. A summary of concerns and issues expressed by interested parties.
5. A summary of the Applicant's response to concerns and issues.

- _____ 14. **Prints**
Three (3) full size prints of required plans
Two (2) reduced size prints of required plans – 11 x 17
Following Plan approval:
 Four (4) full size sets of prints
 One (1) set of reduced size prints – 11 x 17
 An electronic submittal if necessary
- _____ 15. **A-12-B Application for PUD Final Development Plan**
- _____ 16. **Electronic .pdf and CAD submittal (CD Rom, floppy disc, or e-mail) to gis@central-la.gov.**
- _____ 17. **Application Fees for PUD Final Development Plan Approval (\$300 Plus &100 Ad fee)**